



CITY OF SAN BRUNO

Community Services Department

SPECIAL MEETING MINUTES

Senior Citizens Advisory Board February 20, 2018

1. **Call to Order/Roll Call:** Chair Goff called the meeting of the Senior Citizens Advisory Board to order at 8:31 a.m. Board Members Present: Chair Goff, Vice Chair Green, Carmichael, Chu, Hayes, Luzaich, and Tracey. Board Members Absent: Treasurer Hornung. Staff Present: Brewer, Rangel, and Tessier.
2. **PLEDGE OF ALLEGIANCE:** Chair Goff led the Pledge of Allegiance.
3. **REVIEW OF AGENDA:** No changes.
4. **APPROVAL OF MINUTES: MSC Carmichael/Hayes** to approve the minutes for January 16, 2018. Approved unanimously.
Board Member Chu asked for corrections to section 8a of the January 29 meeting.
MSC Green/Carmichael to approve the minutes of the January 29, 2018 meeting with corrections presented from Board Member Chu. Approved unanimously.
5. **CONSENT CALENDAR:** None.
6. **PUBLIC COMMENT:** None.
7. **CONDUCT OF BUSINESS:**
 - a. Treasurer's Report – January 2018 Treasurer's Report filed for audit.
 - b. Receive and File Monthly Information and Referral, Class Attendance, Nutrition Site Reports and Senior Center Historical Front Desk Sign In Data – Monthly Information and Referral Report and Nutrition Site Report were distributed and reviewed, received, and filed for January 2018. **Board Member Chu** asked about the softball numbers being so low and asked if there should be some kind of recruiting done for the sport. **Board Member Hayes** replied that the weather and the holidays were a factor for the low numbers. **Board Member Carmichael** asked staff to include it in the Senior Center Newsletter and Supervisor Tessier replied she would add it in.
 - c. Update on Bocce Ball Bench Installation and Dedication – Superintendent Brewer told the Board that she was working with the Parks Department to get the benches installed and planned on having them dedicated to Kenneth Kreisel on March 12, 2018. **Board Member Chu** asked if the one year warranty for the bocce ball covered installation and materials and Superintendent Brewer replied that the warranty did cover both installation and materials but the lifespan of the court was 15 years. **Board Member Chu** also asked what the final cost of the

bocce ball court and Superintendent Brewer responded that she would research that and give the board that information in their March meeting.

- d. Review and Purchase of New Bulletin Boards for Multi-Purpose Room – With the remodel of the Senior Center, staff recommends installing new bulletin boards to match the new paint colors. **Chair Goff** asked staff to make sure to please monitor the items and information that would get posted and Superintendent Brewer replied that the bulletin boards would be enclosed and only staff would have a key. She added that one side of the bulletin board would be information provided by the City and the other side would be information of interest to the Senior Center community but with staff approval.

8. UNFINISHED BUSINESS:

- a. Update Regarding Senior Volunteer Recognition Luncheon – Supervisor Tessier told the Board that the luncheon would be on Saturday, March 3 and it would have an Academy Award theme. She added that the entertainment would be a Broadway themed band called, “The Golden Follies”. **Chair Goff** asked how many people were they estimating for the luncheon and Supervisor Tessier said that staff is estimating about 100 people.
- b. Update on the Senior Center Restoration – Superintendent Brewer told the Board that the floor and painting had begun and it looked like everything would be complete to hold the Volunteer luncheon and open it for programs and activities the week of March 5. **Board Member Chu** asked if the handicap lift for the stage had been installed and tested and Superintendent Brewer replied that it was still on order and would now be on the opposite side of the stage because of the size it now needed to be for ADA requirements.

- 9. ITEMS FROM MEMBERS AND SUBCOMMITTEE REPORTS:** **Chair Goff** said that now with the restoration of the multi-purpose room he would like to suggest that the rest of the interior of the Senior Center be repainted. **Board Member Carmichael** asked staff to add interior painting to the agenda in May. **Board Member Hayes** added that he would like both interior and exterior painting added to the agenda. **Board Member Chu** requested staff provide a maintenance schedule to the Board. Superintendent Brewer replied that maintenance scheduling is taken care of by the Facilities division and she would need a more specific request. **Board Member Chu** said he would like to see the schedule for the maintenance of the roof and Superintendent Brewer said she would check with the Facilities division to see if that is information staff can share with the Board. **Chair Goff** asked if there will be “No Smoking” signs placed on the deck and Superintendent Brewer replied that they were already on order. **Board Member Hayes** asked staff to do a yearly evaluation of the deck’s stability. **Board Member Carmichael** asked staff to please address the fence around the bocce ball court and Superintendent Brewer said she has requested the Parks staff to address it. **Board Member Chu** asked staff to please look into getting covers for the base legs of the tables in the multi-purpose room and when the salad cart will get a new plexi glass cover. Superintendent Brewer said she would address those requests.

10. ITEMS FROM STAFF: None.

11. ADJOURNMENT: Vice Chair Green adjourned the meeting at 9:29 a.m.